

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (APRIL 21, 2022 to May 1, 2022)

No.	Position Title/ Status	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PROJECT OFFICER (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	none required	none required	none required but an advantage	<ul style="list-style-type: none"> o Proficient ICT skills o Good written & verbal Communication skills o Good interpersonal skills o Good administrative & client skills o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity o Capable in executing tasks under pressure and requires minimal supervision o Multitasker 	PPMD/ Cultural Dissemination section
2	LEAD PROJECT COORDINATOR	NA	NA	P31,440.00	Bachelor's Degree Holder	With 4 (four) hours relevant training	With 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal Communication skills o Good interpersonal skills o Records Management skills o Ability to operate effectively in different social situations o Customer service skills o Displays good ethics & integrity o Details Oriented o Multitasker o Computer literate 	Office of the Deputy Executive Director/ Filipino Values Program
3	ART / ARCHITECTURAL RESEARCHER	NA	NA	P23,400.00	Bachelor's Degree Holder in Architecture or Art History	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal communication skills o Good interpersonal skills o Good administrative & client skills o Ability to operate effectively in different social situations o Planning & coordination skills o Keen in details o Displays good ethics & integrity o Proficient in Architectural software 	Office of the Deputy Executive Director/ CPPRD (Declaration & Public Heritage)
4	REGISTRY COORDINATOR/ RECORDS OFFICER (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal Communication skills o Good interpersonal skills o Good administrative & client skills o Keen in details o Multitasker o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity o Proficient in records and data management 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPPRD) (RA 11333)
5	PROJECT COORDINATOR (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Proficient in data gathering, research and office management o Good written & verbal Communication skills o Assertive with good interpersonal skills o Good administrative & client skills o Keen in details o Multitasker o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPPRD) Enforcement Section (RA 11333)

6	CULTURE & ARTS OFFICER II (Contract of Service)	NA	NA	P 33,600.00	Bachelor's Degree in Law/ Juris Doctor or it's relevant courses	With 1 year relevant experience	With 8 hours relevant training	none required but an advantage	<ul style="list-style-type: none"> o Highly adept in reviewing and evaluating Legal concerns o Good communication skills o Good teamplayer; o Strong relationships with clients, co-workers & staff o Logical and ability to make good and sound decisions; o Ability to operate effectively in different social situations; o Displays good ethics and integrity o Multitasker 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPPRD) (RA 11333)
7	MANAGEMENT & AUDIT ANALYST	NA	NA	P23,522.00	Bachelor's Degree Holder in Accountancy or it's relevant courses	With 1 year relevant experience	With 8 hours relevant training	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills o Strong sense of ethics and integrity o Sense of accountability o Trustworthy and reliable o Organizational Skills o Problem-solving and financial skills o Adherence to confidentiality resolution 	Office of Chairman/ Metropolitan Theater
8	FLYMAN	NA	NA	P16,877.00	Vocational Course or High School Graduate	none required	With previous experience in Production	none required but an advantage	<ul style="list-style-type: none"> o Skilled in Fly system operation o Knowledgeable of safety precautions o Has the physical capacity to fly in and out of a heavy scenery o Comfortable with heights 	Office of Chairman/ Metropolitan Theater

Interested and qualified applicants should signify their interest in writing and attach the ff. documents to the application letter. Send thru email at: hr@ncca.gov.ph cc: hrms.ncca@gmail.com not later than **MAY 1, 2022**.
APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture
(CS Form No. 212, Revised 2017) **AND** Work Experience Sheet. **Forms can be downloaded at www.csc.gov.ph;**
2. Updated comprehensive resume indicating exact duration of employment and job description;
3. Transcript of Records (TOR); Diploma;
4. Two (2) copies of most recent 2x2 photo;
5. **Certificate of trainings attended (training without valid certificates will not be credited as training)**
6. Authenticated Civil Service Eligibility (if any);
7. **Certificate of Employment and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)**
8. NBI clearance (2022); TIN ID; Community Tax Certificate (2022)
9. NSO Birth Certificate;
10. Marriage contract (if any)

QUALIFIED APPLICANTS are advised to email their application to:

SUSAN C. DAYAO
 Chief Administrative Officer
 633 General Luna St. Intramuros, Mla.
hr@ncca.gov.ph cc: hrms.ncca@gmail.com

APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Posting Date : APRIL 21, 2022
 Closing Date : MAY 1, 2022